



TEEN CAMP MANUAL

2013

PARENT HANDBOOK & REQUIRED FORMS

TABLE OF CONTENTS

Parent Handbook 3—9

Program Philosophy & Goals...	3
Hours...	3
Drop Off & Pick Up...	3
Field Trips...	3
Swimming...	3
Age Requirements...	3
Staff...	4
What to Bring...	4
What Not to Bring...	4
Sign-In & -Out Procedures...	5
Inclement Weather...	5
Early Drop-Off/Late Pick-Up...	5
Emergency Procedures...	6
Medication Policy...	6
Medical Care...	7
Child Abuse...	7
Behavior Management...	8
Parent Access & Participation...	8
Codes of Conduct...	9

PHILOSOPHY AND PURPOSE

The Division of Recreation Services maximizes the lifelong benefits of recreation, learning and the arts by delivering innovative programs, inclusive activities, excellent facilities and services to enhance the quality of life throughout the community.

CAMP GOALS

- Maintain the safety and well-being of camp participants and staff
- Develop campers' independence, self-esteem, and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation for helping others

GENERAL INFORMATION

HOURS

TEEN CAMP HOURS

Camp runs daily from 9:00 a.m. to 4:00 p.m. Pre-care takes place from 7:00 a.m. to 9:00 a.m. After-care takes place from 4:00 p.m. to 6:00 p.m. Traditional camp hours run from 9:00 a.m. to 4:00 p.m. Pre and after-care is provided at an additional cost. Before and after care cards are available for purchase from the front desk at the DCRC.

Country Club Adventure: Camp runs 9:00 a.m. to 4:00 p.m. No pre and after-care.

WHERE TO DROP OFF AND PICK UP

Parents will ALWAYS drop their camper off at Karrer Middle School and pick their camper up at their camp location unless notified by the supervisor.

Karrer Middle School: 7245 Tullymore Drive Ph# 873-0459

Country Club Adventure: Golf Club of Dublin: 5805 Eiterman Rd, Dublin 43016

FIELD TRIPS

Wyandot participants go on scheduled field trips each Thursday. All camp participants and staff are transported to the designated field trip in Dublin City School busses. Children should wear their designated camp T-shirt each Thursday so we can easily identify each child enrolled in Teen Camps. All children enrolled in Adventure camp, your counselor will tell you when to wear your T-shirts. Waivers are required for certain field trips. If we do not have them on file, your child may not be able to participate in the activity. All waiver information will be emailed to you.

SWIMMING

Adventure camp and campers who do not volunteer with Leed on Friday's will go to the South Pool from noon until 3. Wyandot Next campers will go to the North Pool on Wednesday's from noon until 3. Country Club Adventure campers will go to the South Pool everyday from 11:45 to 1:00. Please send them with bathing suit, sunscreen, and a towel.

CAMPER AGE REQUIREMENTS

Campers who attend Wyandot Next are ages 11-14 or going into the 6th grade.

STAFF

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All camp staff must meet the following minimum requirements to be employed by Dublin Recreation Services:

- At least 18 years of age with a minimum of one year of college or other life experience
- Successful interview (first year only)
- Two positive reference checks—not including family members (first year only)
- Negative drug screen (every year)
- No record in the National Sex Offender Database (every year)
- No criminal record on background check (every year)
- Clean and safe driving record

WHAT TO BRING

1. LUNCH—Please send a healthy, substantial lunch with your camper that DOES NOT REQUIRE REFRIGERATION. We do not provide refrigerators for camper lunches.
2. CLOSED-TOE ATHLETIC SHOES—Please send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and crocs make everyday activities very difficult and put your camper at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc are appropriate for pool days BUT please pack them in your camper's bag and send your camper in closed-toe athletic shoes because we have active play in the morning).
3. WATER BOTTLE—Please send a refillable water bottle with your camper. It is important to keep your camper hydrated and water does the best job. Drinks with high sugar and/or caffeine content do not hydrate your camper as well as water.
4. SWIMSUIT/TOWEL—Please send a swimsuit and towel with your camper on any pool day.
5. BACKPACK/BAG—Please put all of the things outlined above plus any extras your child may need (hat, extra socks, sweatshirt, etc) in ONE BAG that is clearly marked with your child's first and last name.

WHAT NOT TO BRING

The following regulations apply to all camp staff, campers, parents, visitors and contracted instructors at Teen Camps.

We respectfully request that the following items remain at home:

- Personal Sports Equipment
- Animals
- Electronic Devices other than cell phones, unless otherwise noted by camp staff
- Money (unless needed for that day's activities)
- Any offensive materials including clothing, books, magazines, etc.

Alcohol, drugs and weapons are strictly forbidden at all Teen Camps. Should any of these things be found at one of our programs the Dublin Police will be contacted immediately to remove the items and address the person who brought the items to camp.

DAILY SIGN-IN/SIGN-OUT PROCEDURES FOR ALL LOCATIONS

Campers MUST be signed in to camp every morning and signed out every evening by an authorized adult unless a permission sheet for self check-out is signed. We acknowledge that most children are of an age that self-check out is not an issue, as long as the proper check out waiver is signed. If you would like your child to sign themselves out please write their name in the "Additional Authorization for Child Pick-Up" section.

Permission to sign a camper in and out is given to any person named on the Health Care Form as a parent, guardian, second parent, second guardian, emergency contact or additional authorized person. ALL authorized persons must show appropriate identification (Dublin Pick-Up Pass, driver's license, photo ID with name) to remove a participant from Teen Camps —no exceptions. You must show appropriate identification EVERY time you remove your child from camp, even after the counselors know who you are.

INCLEMENT WEATHER

In case of severe weather, campers will be sheltered inside the facility they are based out of. In the event of light rain, campers *may* continue with scheduled activities or similar activities outside. While swimming, pool staff will determine the safety of pool conditions and campers will return to their base site for shelter if necessary. Some field trips are "fair weather only" and are susceptible to cancelation upon the arrival of inclement weather.

EARLY DROP-OFFS/LATE PICK-UPS FOR ALL LOCATIONS

Campers should not be dropped off before their program starts and must be picked up when their program ends.

Camp Hours of Operation: 9:00AM – 4:00PM

Drop-offs earlier than the program start time and pick-ups later than five minutes after the program end time will be assessed an additional fee. It is your responsibility to make every effort to pick up your child(ren) before closing time. The camp staff have other commitments after this time, so please respect the staff in this matter.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before the program begins or picking up later than five minutes after the program ends. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed.

If a child is not picked up before 6:00 PM a warning will be assessed along with the fee, after a second late pick-up a suspension may be given.

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Staff will provide a written receipt for all fees paid. Campers will not be permitted to attend camp until all fees are paid.

EMERGENCY PROCEDURES

All Teen camp staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first--maintain open airway, control severe bleeding, and prevent shock (ABC protocol).
4. Engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called, the camp staff person who made the call should immediately call the Recreation Supervisor responsible for TEEN Camp (or continue up the organizational chart) to inform the Division of Recreation Services of the accident/incident. All further communication with parents/media will be handled by the department staff available.

MEDICATION AT TEEN CAMPS

ALL medications (including over-the-counter or nonprescription drugs) taken routinely MUST BE LISTED ON THE HEALTH CARE FORM AND SUBMITTED TO CAMP STAFF to be dispensed at any Dublin program. Parent/guardians are requested to bring enough medication to last the entire time at camp. Medications MUST be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of dispensed—TEEN Camp WILL NOT ACCEPT OR DISPENSE any medications not in the original packaging/bottle. Medications that meet the above guidelines will be dispensed in the following way:

- A. All medications received by camp staff will be stored in a locked container (refrigeration available, but contingent on availability to camp staff on field trips) and dispensed according to the Health Care Form and physician's instructions by the Camp Supervisor or the camper's assigned counselor(s).
- B. The teen camp staff member dispensing the medication will note the date/time that the medication was given on the Medication Dispensed Log.
- C. When at an off-site location, the counselor assigned to a camper who takes medications will carry those medications in a small first-aid kit and dispense those medications appropriately including updating the Medication Dispensed Log upon returning to camp.
- D. Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that: is not listed on the Health Care Form, AND/OR does not meet the above guidelines, AND/OR is not submitted to Teen Camp staff (camper keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and will NOT be dispensed to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and dispense said medications (see C). At this time the camper's Health Care Form must be updated or the camper will not be permitted to remain at Teen Camp.

MEDICAL PROCEDURES

All regularly scheduled TEEN Camp counselors, head counselors, and supervisor must have a valid CPR/First Aid/AED certification for adults, children, and infants to be employed by Dublin Recreation Services. Camp staff is prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play.

- A. Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
- B. Camp staff are expected to call either a camper's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- C. Camp staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation.
- D. Accident/incident forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

CHILD ABUSE

Ohio Revised Code 2151.421 — Reporting Child Abuse or Neglect

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Franklin County Children's Services. The filing of a report will only be done by the Recreation Supervisor, Program Administrator, or Director after much evaluation and consideration of the staff and city dispensation.

BEHAVIOR MANAGEMENT

Too often, behavior management is thought of synonymously with punishment; it involves much more.

In order to help us keep campers safe, we use the following steps:

1. OBSERVE and LISTEN in order to prevent conflict by anticipating any unacceptable behavior.
2. RE-DIRECT the child to another activity.
3. TALK to the child individually.
4. Suspend the child for a camp day
5. Expel the child from camp

If a child intentionally causes physical harm another child, camp staff, facility or vehicle, they will be removed from Teen Camp for a minimum of 24 hours from the time of the incident. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the parent, child, Camp Supervisor and Recreation Supervisor will be held. It is TEEN Camp policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

PARENT ACCESS AND PARTICIPATION

Parents/guardians of children enrolled in Teen Camp have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Recreation Supervisor, Scott Hanks, at 614-410-4557 or Stacie Neilan to discuss any concerns about our programs. Your input is encouraged and greatly appreciated.

Parents/guardians and campers should thoroughly read and understand the Parent & Camper Code of Conduct at the end of this handbook. All parents and campers are required to sign a statement (on the Health Care Form) agreeing to the terms of the Code of Conduct before participating in our programs.

PARENT/GUARDIAN* CODE OF CONDUCT

The Parent/Guardian Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with campers other than their own, parents and staff and explains the expectations we have for our parents. Please become familiar with the following guidelines:

1. Parents/guardians* shall read and be responsible for the contents of the Parent Handbook & Required Forms (additional copies available upon request) or on the City of Dublin's website at www.dublin.oh.us.)
2. Parents/guardians* shall read and be responsible for the contents of the weekly Camp Newsletter that you will receive every MONDAY morning when you sign your camper into your location.

3. Parents/guardians* shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians* are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/guardians* should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Supervisor and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

CAMPER* CODE OF CONDUCT

In order for all recreation program participants to have a safe and enjoyable experience, all participants **must** demonstrate good behavior and respect for themselves as well as others. Please review these expectations with your child before his/her first day at camp.

As a Dublin Summer Camp Participant, I agree to:

1. Respect the other campers and never bully another camper.
2. Respect the property of others.
3. Not bring to the camp, nor have in my possession, any object that would be harmful to others.
4. Keep my hands to myself: no pushing, hitting, or inappropriately touching a fellow participant.
5. Respect and follow the instructions of all staff and volunteers.
6. Stay with my group or in my designated play area at all times.
7. Play games in a fair manner by demonstrating sportsmanship and encouraging fair play.
8. Be honest with myself and others.
9. Wear closed-toe shoes and proper clothing for scheduled activities.
10. Respect the buildings, parks and equipment. I will take care of the buildings, equipment, and outside areas where we do our activities.

I understand that if I do not follow these rules, my parent/guardian will be notified. Serious behavior problems or repeatedly breaking the rules will result in disciplinary action and may result in expulsion from this program.

Campers are required to agree to this Code of Conduct on the camper Health Care Form.